

Charity Registration Number 1130322

**CHILTERNNS AREA QUAKER MEETING
(RELIGIOUS SOCIETY OF FRIENDS)
AND RELATED CHARITIES**

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2015**

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MANAGEMENT AND ADMINISTRATIVE INFORMATION

Charity registration number	1130322
Principal address	Chilterns Area Quaker Meeting (Religious Society of Friends) and Related Charities Jordans Quaker Meeting House Welders Lane Jordans Buckinghamshire HP9 2SN
Clerks of Area Meeting	Valerie McFarlane Adrienne Midgley
Assistant Clerk	Tim Cook
Treasurer and Trustee	Rachel Ashton
Clerk of Trustees	Douglas Butterfield
Other Managing Trustees	Jackie Bedford (until 31 December 2015) Andrew Clark Jane Faulkner Peg Hulse (until 30 June 2015) Rose Tolley Peter Schweiger
Custodian Trustees	Friends Trusts Limited 173 Euston Road London NW1 2BJ
Collector of contributions	Rachel Ashton
Principal Bankers (excluding Local Meetings' bankers)	Barclays Bank plc 7 Station Parade Beaconsfield, Bucks HP9 2PH NatWest Bank plc 1 Penn Road Beaconsfield, Bucks HP9 2PU
Independent Examiner	Seymour Taylor Audit Limited 57 London Road High Wycombe, Bucks HP11 1BS

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2015

Annual Report and Financial Statements of Chilterns Area Quaker Meeting (Religious Society of Friends) and Related Charities for the year ended 31 December 2015.

Status, constitution and objectives

Chilterns Area Quaker Meeting (formerly known as Jordans Monthly Meeting) was registered with the Charity Commission as an independent charity on 24 June 2009. Its Governing Document was adopted by Chilterns Area Quaker Meeting on 13 October 2007 and slightly amended by that Meeting on 15 November 2008. Its stated objective is the furtherance of the general religious and charitable purposes of the Religious Society of Friends (Quakers) in Britain in the Chilterns Area. The Related Charities are certain trusts originally established for some meeting houses and burial grounds, which have been merged into Chilterns Area Quaker Meeting under a Scheme made by the Charity Commission in 2009. Chilterns Area Quaker Meeting is part of the organisational structure within Britain Yearly Meeting (BYM) of the Religious Society of Friends (Quakers). The structure is set out in *Quaker faith & practice*, a BYM publication which describes Quaker ways of worship, witness, work and the conduct of business.

Structure, governance and management

Chilterns Area Quaker Meeting is the primary body for church affairs for Buckinghamshire, Slough and Windsor in Berkshire, and Chorleywood in Hertfordshire. Its role is to develop and maintain a community of Friends, with a total of seven constituent local Quaker meetings who gather for worship, spiritual enrichment and mutual support.

Members of the Area Meeting are listed in the official register of members maintained in accordance with *Quaker faith & practice* 11.37, and are associated with one of the constituent local meetings. At 31 December 2015 the membership of Chilterns Area Quaker Meeting was 209 adult members. During the year we gained four new members; three by transfers from other Area Meetings and one by conviction. During the year five Friends have died, one resigned her membership and one transferred to another Area meeting, giving a net loss of three members. We have 113 Attenders and 29 children who take part in our Meetings. One marriage was solemnised according to Quaker usage at Jordans Meeting House.

All members are entitled to attend sessions of Area Meeting and to participate in worship and other activities arranged by Area Meeting and local meetings.

The Area Meeting oversees and coordinates seven local meetings in Amersham, Aylesbury, Chesham, Chorleywood, High Wycombe, Jordans, and Slough & Windsor. Regular public meetings for worship and other activities take place at these local meetings. A meeting for worship is also held under the care of Jordans local meeting at Swarthmore Residential Care Home in Gerrards Cross. A meeting for worship takes place in Buckingham under the care of Aylesbury local meeting.

The Area Meeting oversees the Quaker prison chaplaincy at Grendon and Springhill Prisons.

The charity owns six meeting houses accommodating each of the constituent local meetings, except for Chorleywood where the weekly meeting for worship is held in a hired hall. Friends Trusts Limited are the custodian trustees for the owned properties.

Quakers have no paid ministers, and the work and administration of the Area Meeting and its constituent local meetings largely depend on volunteer effort. Resident wardens look after all the meeting houses except Chesham and Jordans, and cleaners are engaged at most of them. Jordans meeting house is looked after by a non-resident manager.

Trustees

The managing trustees, numbering between 5 and 15, are appointed by Chilterns Area Quaker Meeting in session from among its membership, on the recommendation of its Nominations

Committee, initially for a term of service of 3 years, and may be reappointed for a further 3 year term. Induction and training are provided by the trustee body, and by Britain Yearly Meeting and other Quaker bodies. There are currently five serving trustees and the treasurer Rachel Ashton *ex officio*. Trustees' terms of service are staggered so as to balance continuity and refreshment. Jackie Bedford concluded her period of service as a Trustee in June 2015, and Peg Hulse her period of service at the end of December 2015. Two new trustees Peter Schweiger and Jane Faulkner were appointed to serve for the triennium from 1 January 2015. Andrew Clark was reappointed to serve for a further triennium until December 2018.

The trustees have delegated some matters to committees whose membership includes trustees and others, working under approved terms of reference. The employment and care of Meeting House wardens and other staff is overseen by the Employment Committee which includes representatives of all local meetings.

The Chilterns Quaker Programme initiated and coordinated a programme of outreach and inreach, and has been overseen by the trustees' Chilterns Quaker Programme Management Committee, which was laid down in June 2015, so that the work of outreach could then be coordinated by a new Outreach and Resources Group to support outreach events organised by local meetings, and initiate some area-wide events. The trustees' Finance Policy Group, which had oversight of financial matters, was laid down in early 2015, and responsibility for financial policy was taken on by the trustee body. Local meetings have their own committee structures responsible for the organisation of the meeting.

Trustees make an annual report to the Area Meeting, and refer major decisions to it for approval, within terms of reference approved by Area Meeting. Other groups are directly accountable to Chilterns Area Quaker Meeting: Area Meeting Elders & Overseers, Nominations Committee, and Jordans Monthly Meeting Camp Committee. Jordans Burial Ground Committee is a joint committee of three Area Meetings: North West London, London West, and Chilterns.

Achievements and performance

All of the activities of the trustees, and of the Area Meeting more widely, have continued to contribute to achieving the vision set out in *Our faith in the future*, a statement approved by Meeting for Sufferings in September 2015.

Facing turbulent times, Quakers in Britain seek a future where we let our lives speak, where

- Meeting for worship is the bedrock of living as a Quaker
- Quaker communities are loving, inclusive, and all-age
- All Friends understand and live by Quaker discipline
- Quaker values are active in the world
- Quakers work collaboratively
- Quakers are well known and widely understood

Achievements of Trustees in 2015

Trustees held four meetings during 2015.

Implementation of decisions on the Chilterns Quaker Programme

A major piece of work during the year was the implementation of decisions made on the laying down of the Chilterns Quaker Programme and the future of the Area Meeting's outreach programme. Decisions were made at the Area Meeting held on 18th January 2015 on the recommendations of trustees.

Area Meeting decided to lay down the Chilterns Quaker Programme and its Management Committee in June 2015. The decisions made by Area Meeting about the programme to succeed it were as follows:

1. Area Meeting Elders and Overseers to take back responsibility for arranging events for the spiritual development and enrichment of all Local Meetings, attenders and enquirers.
2. Local Meetings encouraged to consider how best to arrange their own inreach and outreach activities.
3. Area Meeting to set up an Outreach and Resource Group to provide support for local meeting outreach activities. Terms of reference were prepared by the Area Meeting Elders and Overseers, and noted at Area Meeting, and subsequently revised. Trustees set a budget of £2000 for this group for its first six months. Rose Tolley was appointed to the group to represent trustees and as convener with responsibility for allocating available money.
Four meetings of the Outreach and Resource Group were held in 2015. The Group revised its Terms of Reference, proposed an audit of skills relevant to mounting an outreach programme, agreed to run an electronic calendar and coordinate local events, and developed guidelines for sharing the outreach budget. A wide range of proposals for outreach activities locally and for the whole Area, such as a Quaker Quest event, has been developed.
4. Funding to be made available for hiring a freelance consultant for a number of days work to organise such things as a retreat programme or a series of public lectures, although this has not yet been taken up.
5. Area Meeting to employ a non-resident manager to take care of Jordans MH premises, to arrange hirings and welcome visitors, and take on some additional administrative tasks if time allowed. An 18-month contract was agreed to start in July 2015, and Alex Wildwood was appointed on transferring from the role of Chilterns Quaker Programme Manager. Simon Risley left the Chilterns Quaker Programme staff team at the end of June 2015, and we thank him for his period of service. It was suggested that a group of volunteers from the Area Meeting and interested non-Quakers could help with the care of visitors.
6. Area Meeting to invest in improving Jordans Meeting House as a visitor attraction, and employ a professional exhibitor to improve and create new resources for visitors. Jordans LM appointed a working group to work with the Jordans Manager Alex Wildwood to take forward ideas about how this might be done. Recent legacies from the estates of David Wright, Henry Wilson and Paul Roberts were used for this project. Russell Eggleton of Abound Design and Interpretation Ltd was appointed to design, construct and install the visitor attraction, which was largely completed in May 2016. It consists of
 - external display boards in the porch, giving a general welcome, a brief history of the Meeting House, an introduction to Quakers, and information about Jordans Village.
 - internal display boards giving information about the Worldwide Family of Friends, Quakers and Peace, Quakers in Action, QUNO, Woodbrooke and Pendle Hill
 - an electronic screen to show an introductory film still in preparation, and information about upcoming events.
 - two boards in the gallery for children, and a lectern in the gallery giving information to visitors about the meeting room.
 - An Infopoint enabling visitors to access information about the whole site from their smartphones when they are in the meeting house or most of the old burial ground.

Quakers in the World web portal

In October 2014 Area Meeting endorsed the proposal of trustees that the Quakers in the World web portal should be transferred from Chilterns Area Meeting and set up as an independent trust, which was established on 27th February 2015 with the approval of the Charity Commissioners, with £25,000 of funding transferred to the new trust. The website has continued to grow and flourish and established a presence on the web with information about Quaker work worldwide.

Finance

Rachel Ashton took over responsibility from Ian McFarlane as the Area Meeting treasurer from January 2015.

Maintenance

Peter Schweiger has taken on responsibility as Maintenance Trustee, working with a named person in each of our Local Meetings to liaise about maintenance matters, ensuring that regular maintenance checks and necessary maintenance work are carried out.

The Finance and Meeting Houses Committee formed by the merger of the Finance Policy Group and the Meeting Houses Maintenance and Improvement Committee was left in abeyance, and then laid down. Responsibility for Finance policy was taken on by the Trustee group.

The roof of Amersham Meeting House was confirmed by our surveyor Malcolm Barnett to be in need of comprehensive repair work. A contractor called in to replace slipped tiles saw that an estimated 50% of the clay tiles were coming to the end of their useful lives, and up to 10% of the rafters needed replacement. Some structural strengthening work was also required. A Roof Repairs Committee was set up and an application made to the Listed Places of Worship Roof Repair Fund for a grant. A specialist surveyor was appointed to specify what needs doing to the roof.

Trustees have supported Friends in Chesham in their efforts to move towards the modernisation of the facilities at Chesham Meeting House, including the installation of disabled toilets and a hot water supply in the kitchen.

Employment

Ellyn Stokes was appointed as the new warden for Slough and Windsor Meeting House on the resignation of Sugar Munthali. Stephen Sampford has been appointed as Warden of Aylesbury Meeting House on the resignation of Geoff Hammond. We welcomed Ellyn and Stephen to their new posts, and thank Sugar and Geoff for what they have done for their local meetings.

Rose Tolley has taken over from Jackie Bedford as clerk of the Employment Committee.

Achievements of the Area Meeting in 2015

Throughout the year, public meetings for worship, together with Quaker work and witness locally, continued at all the constituent local meetings. There have been regular meetings for church affairs in each of the local meetings, and many other activities including mid-week meetings for worship, shared meals, outings, discussion groups and "Experiment with Light" groups. Memberships of local Churches Together are maintained.

The Area Meeting as a whole met in session seven times during the year, with an average attendance of 27 (2014: 30).

The Meeting's nominated representatives attended Meeting for Sufferings, Quaker Life Representative Council, Jordans Burial Ground Committee, Quaker Peace and Social Witness Annual Conference, Leighton Park School General Meeting, and the Quaker Meeting Houses Heritage Project, and heard reports from those who attended.

There is a regular weekly Quaker Meeting for Worship at Grendon Prison, supported by the Quaker prison chaplain, Yvonne Dixon, appointed by Chilterns Area Meeting and a member of the chaplaincy team. Area Meeting heard triennial reports on the life of local meetings in Aylesbury and High Wycombe.

Chilterns Area Meeting continues as a member of Berks and Oxon Regional Quaker Meeting, and members have attended the meetings held in 2015.

We are pleased to hear that Aylesbury Local Meeting spent some of their legacy from the Clare Winn fund on enabling three Aylesbury sixth formers to experience an enjoyable visit to the Quaker Council for European Affairs offices in Brussels, learning about the working of the European Parliament in Brussels and the European Court of Human Rights in Strasbourg.

Plans for the future

Chilterns Area Quaker Meeting plans to consolidate and extend its worship and witness and its religious, educational and social activities.

Public Benefit

In exercising their responsibilities, the trustees have had due regard to the guidance on public benefit published by the Charity Commission. Regular Quaker meetings for worship are open to all members of the public, who are very welcome to participate in and benefit from these and other events and activities offering a variety of spiritual, educational and social experiences, religious work and witness. Meeting houses are also made available to community organisations for their activities. Public benefit is further fostered through the Area Meeting's involvement in the national outreach Quaker Week, its membership of Churches Together bodies, and its support of national organisations such as Christian Aid and the Fairtrade Foundation. The charity welcomes visitors to its historic meeting houses and participates in local Heritage Open Days. The Area Meeting maintains a website at www.quakers-chilterns-area.org.uk to keep the public informed about all our activities.

Financial review of the year

The consolidated financial statements of the charity for the year ending 31 December 2015 include the income and expenditure, as well as the assets and liabilities, of the Area Meeting and all its constituent local meetings. The Statement of Financial Activities shows that the charity's activities resulted in an overall surplus for the year of £25,116 (2014: deficit £215,907 when the extension at Amersham meeting house was being constructed). This takes into account a gain of £29,827 on the sale of some investments and an unrealised loss of £22,093 (2014: gain £4,935) on the other investments. The result of normal operational activities was therefore a surplus of £17,382 (2014: deficit £220,842). Following other movements reported below, the total of all funds increased during the year to £442,688 (funds at the end of 2014: £417,572).

Within these total sums, the Area Meeting's general fund showed an overall surplus of £19,129 (2014: surplus 15,137). General fund income amounted to £105,954 (2014: £121,541), which

included £72,556 from the hiring out of our premises (2014: £60,822). No grants were sought or received from the Listed Places of Worship Grants Scheme (2014: £31,801 received). Expenditure amounted to £86,825 (2014: £106,404), of which the major item was £56,696 for meeting house maintenance and utility costs (2014: £45,866). After allowing for transfers between funds and the gains and losses on investments, the general fund increased to £91,493 at the end of the year (2014: £69,317).

In designated funds two legacies were received: £1,000 from Henry Wilson and £10,000 from David Wright (2014: one legacy of £5,000). The sum of £5,000 was withdrawn from the Clare Winn fund to support one of Britain Yearly Meeting's peace workers for a year. One grant, of £93, was made from the Nora Wickens Fund.

Trustees agreed to pay for the design and creation of a permanent exhibition at Jordans meeting house with the idea of using several different formats to convey to visitors an outline of the story of the historic building and to present the essence of what Quakers believe, how we worship and something of the diversity within the Society of Friends worldwide. The project commenced in the autumn and was to be finished in the summer of 2016. The cost, anticipated to be about £26,000, will be taken from the legacy fund, which was thought to be particularly appropriate since the two Friends who left legacies this year were members of Jordans Meeting. The first instalments (£10,097) were paid in 2015 and the balance will be invoiced in 2016.

A surveyor was appointed for the project to renew the roof at Amersham meeting house and £2,640 was spent from the legacy fund on preliminary investigations but no commitment had been made by the end of the year.

Following these movements, the total of designated funds decreased to £285,837 (2014: £294,616).

The Area Meeting holds a separate fund related to expenditure on the development work at Amersham Meeting House. The work was finished and the final bills were paid; £15,585 was received from the outstanding pledges for this project and, when the last pledges are received in 2016, the fund will be closed and the balance transferred to the general fund to reimburse some of the expenditure it incurred for this work.

Local meetings' income totalled £24,112 (2014: £16,606) and their expenditure amounted to £22,250 (2014: £23,505). Total funds carried forward by local meetings were £25,549 (2014: £23,687).

The Chilterns Quaker Programme was laid down at the end of June 2015 and the balance of £1,099 set aside for it was transferred to the general fund. At the end of the year £22,664 was still held for the Quakers in the World Portal awaiting their opening of a bank account; when that is achieved this will be transferred as the endowment envisaged by Chilterns Area Quaker Meeting.

Reserves policy

The charity's policy is to hold a general reserve equivalent to at least six months' normal operational expenditure, which would amount to about £45,000 (excluding that from Area and local restricted and designated funds), to cover fluctuations in the amount and timing of flows of donation income and in expenditure on meeting house maintenance and repair. The general fund held £91,493 at 31 December 2015. The policy and the level of the reserve are reviewed

annually by the trustees when considering the financial statements before reporting to the Area Meeting.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and then apply them consistently;

observe the methods and principles in the Charities Statement of Recommended Practice;

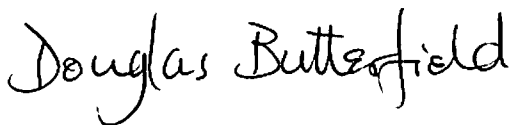
make judgements and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FOR AND ON BEHALF OF THE TRUSTEES



[Signed]

[Date]

DOUGLAS BUTTERFIELD

1st September 2016

Independent Examiner's Report to the Trustees of Chiltern Area Quaker Meeting (Religious Society of Friends) and Related Charities

I report on the financial statements for the year ended 31 December 2015 set out on pages eleven to seventeen.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the financial statements.

The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

I am qualified to undertake the examination by being a qualified member of ACCA and ICAEW.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records, comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Elizabeth Horton ACA FCCA
Seymour Taylor Audit Limited
57 London Road
High Wycombe
Buckinghamshire
HP11 1BS

Date: 1 September 2016

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2015

	<u>general</u>	<u>designtd</u>	<u>Local Mtgs</u>	<u>CQP & QITW</u>	<u>Ams'am extn</u>	<u>total 2015</u>	<u>2014</u>
Income							
<i>voluntary income</i>							
donations	30,744		12,476		15,585	58,805	86,415
legacies		11,000	4,497			15,497	5,000
other voluntary income (LPWS Grants)							33,602
<i>income from charitable activities</i>							
charitable activities	1,266		5,816			7,082	5,869
trading	72,556					72,556	60,822
other							322
<i>Investment income</i>							
interest and dividends	1,388		1,323			2,711	4,287
Total income	105,954	11,000	24,112	0	15,585	156,651	196,317
Expenditure							
<i>cost of raising funds</i>							
publications for sale			2,364			2,364	
other	1,170		52			1,222	7,159
<i>charitable activities</i>							
general	5,174	10,191	8,913	4,308		28,586	13,607
special projects		5,000	3,000			8,000	
employment	21,644					21,644	28,103
other			462			462	
donations and grants			2,661			2,661	3,292
<i>other expenditure</i>							
on premises	56,696		3,965			60,661	68,976
special projects		2,640				2,640	32,503
other	9,875		833			10,708	12,572
Amersham extension					321	321	250,947
<i>investments</i>							
gain on sale of investments	(29,827)					(29,827)	
unrealised loss/(gain)	22,093					22,093	(4,935)
Total expenditure	86,825	17,831	22,250	4,308	321	131,535	412,224
Net income/(expenditure)							
before transfers	19,129	(6,831)	1,862	(4,308)	15,264	25,116	(215,907)
transfers	3,047	(1,948)		(1,099)			
Net movement in funds	22,176	(8,779)	1,862	(5,407)	15,264	25,116	(215,907)
Funds b/fwd at 1 January 2015	69,317	294,616	23,687	28,071	1,881	417,572	633,479
Funds c/fwd at 31 December 2015	91,493	285,837	25,549	22,664	17,145	442,688	417,572

BALANCE SHEET AS AT 31 DECEMBER 2015

	<u>general</u>	<u>designtd</u>	<u>Local</u> <u>Mtgs</u>	<u>CQP &</u> <u>QITW</u>	<u>Ams'am</u> <u>extn</u>	<u>total</u>	<u>2014</u>
Fixed assets							
fixed assets	15,990					15,990	23,984
investments	10,000	115,636				125,636	157,902
Total fixed assets	25,990	115,636	0	0	0	141,626	181,886
Current assets							
debtors	3,946		2,261			6,207	12,285
short-term deposits	5,319	169,506	2,740			177,565	175,144
cash at bank and in hand	60,482	2,000	20,862	22,664	17,145	123,153	62,962
Total current assets	69,747	171,506	25,863	22,664	17,145	306,925	250,391
Liabilities							
creditors due within one year	4,244	1,305	314			5,863	14,705
Net current assets	65,503	170,201	25,549	22,664	17,145	301,062	235,686
Total assets	91,493	285,837	25,549	22,664	17,145	442,688	417,572
Funds of Chilterns Area Quaker Meeting							
unrestricted	91,493					91,493	69,317
designated		285,837	25,549	22,664	17,145	351,195	348,255
Total funds	91,493	285,837	25,549	22,664	17,145	442,688	417,572

These unaudited financial statements were approved by the Trustees on 1st September 2016 and signed on their behalf by:

Rachel Ashton . *Douglas Butterfield*

RACHEL ASHTON
Rachel Ashton
(Treasurer)

DOUGLAS BUTTERFIELD
Douglas Butterfield
(Clerk of Trustees)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2015

1. Accounting Policies

a) The financial statements of the charity have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Charities Act 2011. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

b) Income and Expenditure

Accruals and pre-payments have been made where the amounts are significant and their inclusion will give greater clarity to the financial statements. Income has been accounted for on a receivable basis, including tax recoverable in respect of Gift Aid receipts. Donations and other forms of voluntary income are accounted for when received; legacies are accounted for when the bequest is advised to us.

c) Grants received

Grants are recognised in the financial statements when the expenditure occurs to which the grant relates.

d) Allocation of costs

Expenditure is accounted for on an accruals basis, inclusive of VAT, where it cannot be recovered. Certain expenditure directly attributable to specific activities has been allocated to those categories.

e) Taxation Status

All activities are charitable and therefore exempt from income tax, capital gains tax and inheritance tax. There are no trading profits on which any tax is payable.

f) Fixed Assets

The cost of furniture and equipment is generally written off at the time of purchase and not depreciated. However, two substantial items of capital equipment have been installed at Jordans Meeting House: a small passenger lift and two gas boilers. These have been capitalised and are being depreciated over ten years on a straight line basis (see Note 4).

The charity's properties comprise land and buildings that are regarded as heritage assets held to advance the preservation and conservation of its objectives. No costs and valuations have been attributed to any of these properties as these can only be obtained at a significant cost and given the nature of the assets, would not be sufficiently reliable to justify the expenditure. The insurance values are given in Note 6.

g) Governance costs

Governance costs include those costs associated with meeting the constitutional and statutory requirements for the charity. Any independent examination, accountancy or related fees are included. They are now included in "charitable activities" rather than being shown separately. The examination fee for these accounts is £2,472.

h) Funds Accounting

The Funds held by the charity are:

Unrestricted general funds - these are funds which can be used in accordance with the objects of the charity at the discretion of the trustees.

Designated funds - these are funds set aside by the trustees out of unrestricted general funds for specific purposes or projects.

Restricted funds - these are funds which can only be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

i) **Constituent Local Meetings**

The constituent local meetings keep their own records of funds designated to them by the charity.

j) **Investments**

Investments are stated at market value and revalued on an annual basis. Realised and unrealised gains or losses are shown on the Statement of Financial Activities.

k) **Collections taken**

During the year a total of £8,397 (2014: £5,054) was taken by the local meetings in collections and passed to Britain Yearly Meeting, other Quaker bodies and non Quaker bodies.

2. Other Quaker activities, donations and grants

Donations and discretionary grants amounting to £2,661 (2014: £3,292) were made by Area Meeting, Local Meetings and Elders and Overseers.

3. Expenditure by Local Meetings

	Generating funds costs	Mtg House Maintenance	Other costs	Quaker activities	Grants & donations	Total 2015	Total 2014
Amersham	45	669	176	1,268	309	2,467	2,710
Aylesbury	-	676	144	5,537	322	6,679	8,851
Chesham	-	124	39	160	122	445	843
Chorleywood	-	61	30	125	-	216	127
High Wycombe	130	719	200	3,597	1,625	6,271	3,605
Jordans	2,213	109	150	1,456	283	4,211	5,092
Slough & Windsor	28	1,607	94	232	-	1,961	2,277
Total	2,416	3,965	833	12,375	2,661	22,250	23,505

4. Fixed assets

		Permanent equipment £
COST	At 1 January 2015 and 31 December 2015	<u>79,942</u>
DEPRECIATION	As at 1 January 2015	55,958
	Charge for the year	<u>7,994</u>
	At 31 December 2015	<u>63,952</u>
NET BOOK VALUE	At 31 December 2015	<u>15,990</u>
	At 31 December 2014	<u>23,984</u>

These assets consist of a lift and two gas boilers at Jordans Meeting House and are being depreciated on a 'straight-line' basis over a ten year period.

5. Investments

	1 Jan 15				31 Dec 15	Historic
	b/fwd	Additions	Disposals	Revaluation	c/fwd	Cost
	£	£	£	£	£	£
F&C Responsible UK Equity Growth Fund (distribution)	78,832			4,011	82,843	63,073
F&C Responsible UK Equity Growth Fund (accumulation)	<u>78,994</u>		<u>(38,885)</u>	<u>2,608</u>	<u>42,717</u>	<u>10,494</u>
	157,826		(38,885)	6,619	125,560	73,567
Jordans Village Limited						
£625 of 2% participating loan stock	<u>76</u>				<u>76</u>	<u>625</u>
	<u>157,902</u>		<u>(38,885)</u>	<u>6,619</u>	<u>125,636</u>	<u>74,192</u>

The investments in F & C Responsible UK Equity Growth Fund are held by Friends Trusts Limited on behalf of the Charity.

6. Property

Friends Trusts Limited, part of Britain Yearly Meeting, owns the following properties but Chilterns Area Quaker Meeting (Religious Society of Friends) and Related Charities is the beneficial owner of these properties. The original cost of these properties is not readily available. The properties, including their contents are insured for the following sums:

	£
Amersham meeting house, cottage and grounds	1,945,030
Aylesbury meeting house and cottage	2,273,766
Chesham meeting house and grounds	1,019,122
High Wycombe meeting house and flat	1,904,269
Jordans meeting house, extension, offices and grounds	2,851,101
Slough meeting house and flat	1,735,405

Also, adjacent to Jordans Meeting House, the charity is the beneficial owner of the land on which Jordans Youth Hostel is situated and one field.

7. Debtors

	Area Meeting	Local Meetings	2015	2014
	£	£	£	£
Trade debtors	1,004		1,004	617
Other debtors	101	1,305	1,406	1,457
Area Meeting Collector	<u>2,841</u>	<u>956</u>	<u>3,797</u>	<u>10,211</u>
	<u>3,946</u>	<u>2,261</u>	<u>6,207</u>	<u>12,285</u>

8. Creditors

	Area Meeting	Local Meetings	2015	2014
	£	£	£	£
Trade creditors				179
Other creditors	1,772	314	2,086	2,062
Contractors			-	10,064
Clare Winn Fund	1,305		1,305	-
Accounts examiner	<u>2,472</u>		<u>2,472</u>	<u>2,400</u>
	<u>5,549</u>	<u>314</u>	<u>5,863</u>	<u>14,705</u>

9. Staff

There were 4 unsalaried wardens during 2015 (2014 : 4) who reside in accommodation at Amersham, Aylesbury, High Wycombe and Slough meeting houses provided rent free by Area Meeting and one cleaner, at Jordans, on the payroll of Area Meeting.

Two part-time managers were employed for the Chilterns Quaker Programme for the first six months of the year, until it was laid down on 30 June. From then on, one part-time manager was employed at Jordans meeting house.

10. Collector

A member of the Area Meeting is appointed to act as the Area Meeting Collector in a voluntary capacity. Their role is to receive contributions from members and regular attenders to be distributed in accordance with the wishes of the donors, generally for Britain Yearly Meeting, Chilterns Area Meeting and for Local Meetings. The Collector recovers Gift Aid from HMRC on a regular basis where Gift Aid forms have been completed.

During 2015 £54,923 including Gift Aid of £9,520 was collected and distributed.

The total collections and Gift Aid breakdown as follows:

	2015	2014
	£	£
Britain Yearly Meeting	20,218	19,053
Chilterns Area Meeting	28,911	29,497
Local Meetings	<u>5,794</u>	<u>6,097</u>
	<u>54,923</u>	<u>54,647</u>

11. Related party transactions

No Trustee received any remuneration in respect of services during the year (2014: £nil) and four Trustees received reimbursement of expenses totalling £1,689 (2014: nil). There are no other related party transactions to report.

12. Contingent liabilities

There were no contingent liabilities at 31 December 2015 (2014: nil).

13. Commitments**a) Amersham Meeting House Enhancement project and Appeal**

In 2013 the charity was committed to undertake the extension and refurbishment of Amersham meeting house, at an estimated cost of £240,000, of which Area Meeting agreed to pay up to half. The Trustees report and accounts for 2013 cautiously anticipated the final cost to be in the region of £280,000 including VAT, with some possibility of recovery of VAT. The work was completed in July 2014, £18,905 having been spent on preliminary work in 2013 and £242,011 being spent in 2014. A further amount of £8,936 was retained, and was paid to the building contractor in July 2015. A total of £30,795 paid in VAT was recovered under the Listed Places of Worship Grants Scheme. Thus the net cost was a little over £239,000, within the original estimate; the Appeal has raised about £124,000 in contributions plus outstanding pledges and the last instalments of the pledges will be received in 2016.

b) Jordans Visitor Project

A permanent exhibition at Jordans Meeting House was commissioned at a cost estimated to be about £26,000. Of this, £10,097 was paid in 2015 and the balance will be invoiced in 2016.

14. Movements in Funds

	balance at 31 Dec 2014	income	expendi- ture	gain/loss on investments	transfers	balance at 31 Dec 2015
Designated funds						
Amersham appeal	1,881	15,585	321			17,145
legacy	84,538	11,000	12,737			82,801
Nora Wickens	69,297		93			69,204
mtg house improvements	5,604					5,604
Clare Winn	133,229		5,001			128,228
Amersham development	1,948				(1,948)	0
sub-total	296,497	26,585	18,152	0	(1,948)	302,982
Chilterns Quaker Programme	3,071		1,972		(1,099)	0
Quakers in the World	25,000		2,336			22,664
	28,071	0	4,308	0	(1,099)	22,664
Local meetings	23,687	24,112	22,250			25,549
total designated	348,255	50,697	44,710	0	(3,047)	351,195
general fund	69,317	105,954	94,559	7,734	3,047	91,493
total funds	417,572	156,651	139,269	7,734	0	442,688

The gain of £29,827 on the sale of some investments and the unrealised loss of £22,093 on revaluation of the remaining investments of have been allocated to the general fund.

Notes on Designated Funds

The Amersham Appeal Fund was inaugurated during 2013 to fund the Amersham building project. It remains open until all donations pledged to the Fund have been received, at which time the balance will be transferred to the general fund to offset amounts paid from that fund to enable to work to proceed without delay.

Legacy Fund relates to monies left to the charity for use at the discretion of the trustees.

Nora Wickens Fund is to enable Friends to undertake activities related to the aims of the charity, and for Area Meeting expenditure which would not otherwise qualify for funding.

Meeting Houses Improvement Fund is set aside to meet the costs of major Improvements to meeting houses.

Clare Winn Fund holds the balance of the Clare Winn legacy which was left for the beneficial use of Aylesbury Meeting.

The Amersham Development Fund was created to identify the contribution of the Area Meeting to the Amersham development; the final bills have been paid and the small balance transferred to the general fund.

Chilterns Quaker Programme Fund was used towards educating and raising awareness of Quaker values. The programme has been laid down and the remaining balance transferred to the general fund.

Quakers in the World Fund has been allocated by the Trustees to fund the project as an independent charity.

Local Meeting Funds. Local Meetings hold funds which have been designated for those meetings.

15. Ultimate Controlling Party

The Charity was under the control of the charity's trustees.